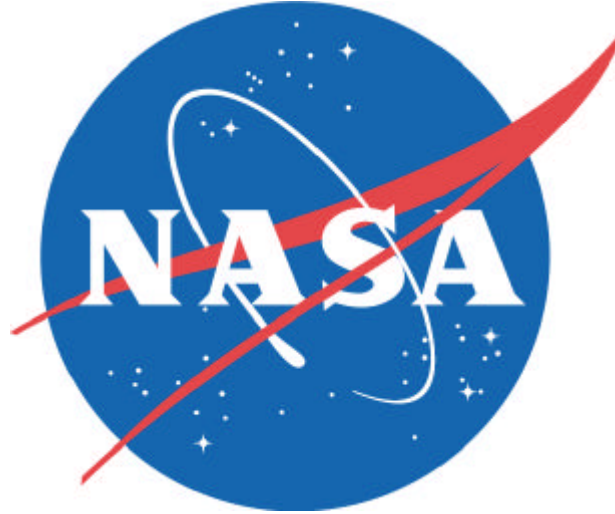


Responsible Office: Code Z  
Subject: Advisory Committee Charters & Reporting



Office of Policy and Plans

Office Work Instruction

## Advisory Committee Charters & Reporting

Approved by Lori B. Garver  
Associate Administrator  
Office of Policy and Plans

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## DOCUMENT HISTORY LOG

<u>Status</u> <u>(Baseline/</u> <u>Revision/</u> <u>Canceled)</u>	<u>Document</u> <u>Revision</u>	<u>Effective</u> <u>Date</u>	<u>Description</u>
Baseline		12/10/99	

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## **1. Purpose**

The purpose of this procedure is to document a NASA process that implements statutory requirements governing the use of advisory committees by Federal departments and agencies. Specifically, this OWI covers NASA processes for chartering Advisory Committees and providing annual report data.

## **2. Scope and Applicability**

This OWI describes one of the processes by which the Office of Policy and Plans provides coordination and oversight for legal compliance and management of NASA's advisory committee activities. It applies to all NASA Enterprises, Functional Offices, and Centers.

## **3. Definitions**

FACA. The Federal Advisory Committee Act, a Federal statute that prescribes the legitimate purposes, membership, and operations of advisory committees comprised wholly or in part of non-US Government employees.

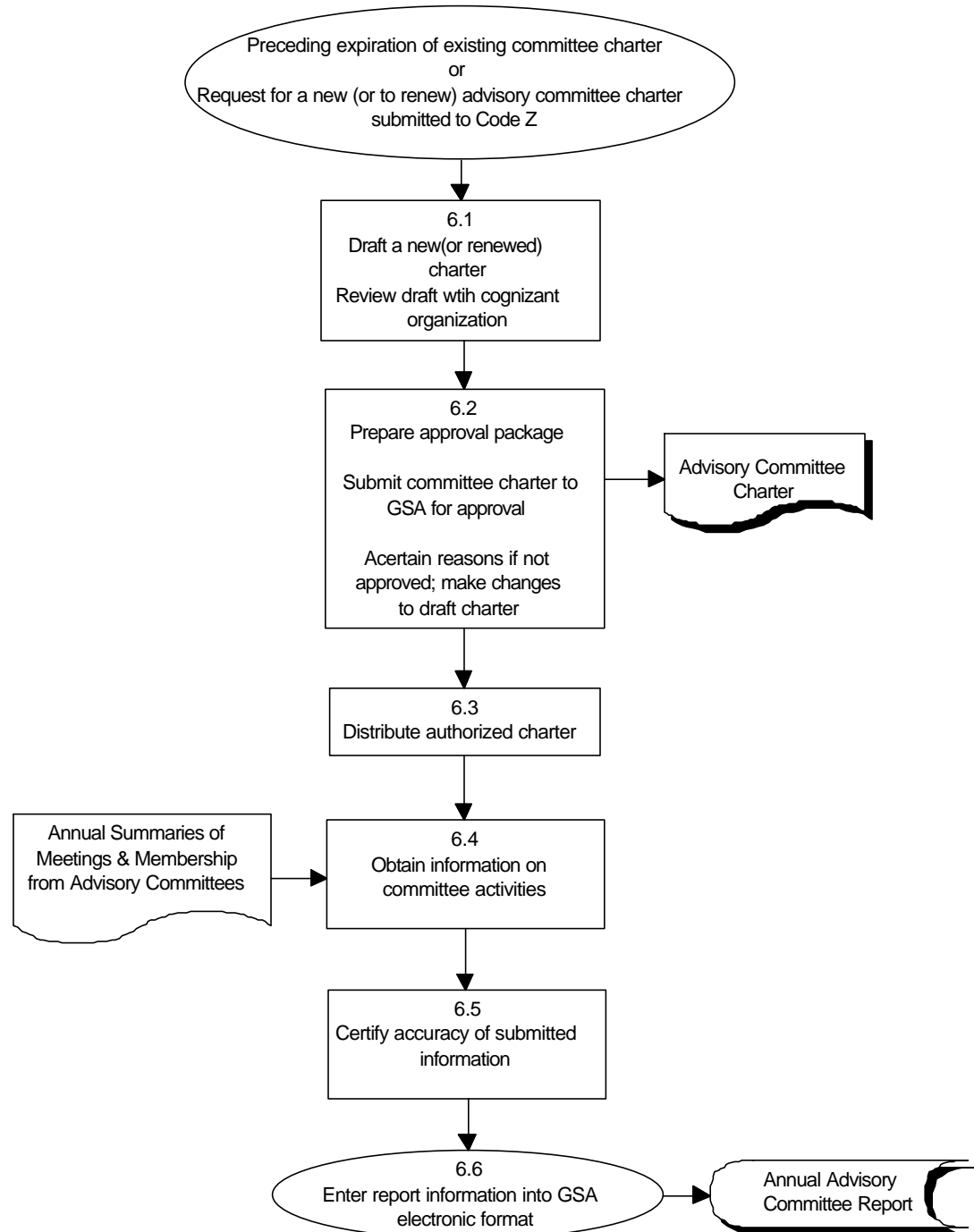
GSA. The U.S. General Services Administration, which has Government-wide implementation responsibility for FACA.

## **4. References**

- 4.1 42 U.S.C 2473, National Aeronautics and Space Act of 1958, as amended; Sect. 203 (c)(7).
- 4.2 5 U.S.C. §§ 1 et. seq., "The Federal Advisory Committee Act."
- 4.3 41 C.F.R. Part 101-6.
- 4.4 NHB 1101.3, The NASA Organization.

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## 5. Flowchart



## 6. Procedure

[illegible]

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## 7. Quality Records

Record Identification	Owner	Location	Record Media: Electronic or Hard Copy	Schedule Number and Item Number (NPG 1441.1)	Retention/Disposition
Advisory Committee Charters	Adv. Cmte. Mgmt. Officer	Code Z Suite	Hard Copy	1.20	Destroy 5 years after termination of committee.
GSA Annual Report	GSA	GSA Com. Mgmt. Sec.	Electronic	See GSA	See GSA

APPENDIX : None